

*2022/2023*

*PARENT/STUDENT  
HANDBOOK*

*MANUAL PARA  
PADRE/ESTUDIANTES*



ALTERNATIVE EDUCATION



**ALTERNATIVE EDUCATION STAFF**  
**2022-2023**

**PRINCIPAL: ASSISTANT**

**Brad Seiple**

**PRINCIPAL:**

**Erica Watson**

**COUNSELORS:**

**Mt. San Jacinto Cathedral City:**

**Michelle Valenzuela (A-L)  
Rosie Schmidt (M-Z)**

**Mt. San Jacinto @ Edward Wenzlaff:**

**Ben Mannes**

**SECRETARY:**

**Anita Ruiz**

**OFFICE STAFF:**

**Mt. San Jacinto Cathedral City:**

**Catherine Gonzalez\***

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**PHONE NUMBERS:**

**Mt. San Jacinto Cathedral City:**

**(760) 770-8563**

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**\* Para ayuda en español**

## **ALTERNATIVE EDUCATION SCREENING PANEL**

Students that wish to change their alternative education placement and return to their home school need to do so through the Alternative Education screening panel, which meets once a quarter. Students can return to their home school **only at the end of a semester**. Students need to ask for a change of placement form from their counselor who will prepare the case for presentation to panel. Change of alternative placement should be discussed with your counselor.

## **ATTENDANCE POLICY FOR STUDENTS**

Students are expected to be present in all classes on time. Repeated absences result in students being referred to another alternative education program. Because MSJ offers a compressed, nine-week quarter schedule, it is imperative that students maintain good attendance to be successful.

## **BICYCLES/ SKATEBOARDS**

1. Students are not permitted to ride bikes and/or skateboards on campus.
2. Students must walk bikes in any area crowded with pedestrians.
3. **Bicycles/Skateboards must be parked and locked in the designated area. PSUSD is not responsible for damaged or stolen bikes/skateboards, bike/skateboards parts or related items.**

## **BUSSES**

***Palm Springs Unified School District does not provide bus transportation for students in grades 9 – 12.***

## **Cell Phone Policy**

By Education Code students are allowed to carry cell phones on campus but are NOT permitted to use them during instructional time without teacher permission, whether it is texting, listening to music, or other phone uses. All students are expected to follow teacher and staff guidelines or cell phones may be taken away, per PSUSD Board Policy. If cell phones are taken away multiple times by staff a parent or guardian will be contacted regarding phone pick up. If a student refuses to turn over their cell phone when requested by a staff member the student is then in violation of education code by being defiant; consequences for defiance will then be applied.

## **CHILD LABOR LAWS AND WORK PERMITS**

Any student who is employed and is under the age of 18 must have a permit to work (Education Code 12765). State law requires that minors who are employed will be in regular attendance at school for a minimum of four hours each day. To obtain a work permit see the following:

At MSJ-DHS – Mr. Ben Mannes  
At MSJ-CC – Ms. Valenzuela (A-L)  
Ms. Schmidt (M-Z)

All work permits expire at the beginning of the new school year. A new work permit application must be filled out even if continuing at the same place. **Students must have a “C” average with good attendance and be a student in good standing to be issued a work permit.** Grades and attendance of students on work permits are reviewed monthly for compliance. Any student out of compliance will have their work permit revoked.

No employer shall employ a minor for more than 4 hours on any day in which such minor is required to attend school. (Education Code 12774)

## **CHANGE OF ADDRESS OR PHONE NUMBER**

For emergency reasons and to receive school information, families that move or change telephone numbers or addresses must inform the office staff as quickly as possible. Keep this information up to date and accurate.

## **CLOSED CAMPUS**

All alternative education sites are closed campuses during the school day. Once the student arrives to school and enters the building, they may **NOT** leave campus without parental or office permission. Students may **NOT** leave campus for lunch.

## **COMPLAINT PROCEDURES**

Any person or organization wishing to file a complaint alleging unlawful discrimination, or failure to comply with state or federal law in adult basic education, or consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs or special education programs, should contact:

- |   |  |
|---|--|
| <ol style="list-style-type: none"><li>1. Brad Seiple, Principal<br/>Mt. San Jacinto High School<br/>30-800 Landau Boulevard<br/>Cathedral City, CA 92234<br/>(760) 770-8563</li></ol> | <ol style="list-style-type: none"><li>2. Jim Feffer, Ed. D.<br/>State &amp; Federal Programs<br/>150 District Center Drive<br/>Palm Springs, CA 92264<br/>(760) 883-2703</li></ol> |
|---|--|

## **COUNSELING**

Counselors meet with each student and their parents/guardians upon entry into alternative education to discuss educational goals. These goals are reviewed with students as often as possible. Counselors are available daily to help students who are experiencing problems or to coordinate other necessary counseling services.

Counselors are:

Michelle Valenzuela – MSJ-CC (students A-L)  
Rosie Schmidt – MSJ-CC (students M-Z)

Ben Mannes – MSJ-DHS

## **DELIVERY OF GIFTS**

Birthday gifts, flowers, or other special gifts will **NOT** be delivered to students or accepted for delivery. Please do not have such items delivered to school. Your cooperation is appreciated.

## **DRESS CODE**

All pupils have the responsibility to attend school appropriately dressed. Each student shall dress in accordance with good standards of health and safety. They should be prepared for participation in the education process.

1. Shoes must be always worn on campus. **(Slippers are not permitted.) Students need closed toe shoes for P.E. and weightlifting.**
2. **Clothes should be worn so that undergarments do not show.** This includes boys' boxers/briefs and girls' bras. All tops must have two straps and cover most of the mid-section.
3. Obscene or offensive logos, graphics, lettering, or handwritten wording are not permitted. Clothing advertising or promoting alcohol, drugs, violence, or any illegal substance are not permitted. Clothing brands known for drug paraphernalia is not allowed.
4. Pants must be an appropriate length (not dragging on the floor) and pulled up over the hips.
5. Skirts and shorts must be an appropriate length (mid-thigh).

6. Articles of **clothing, jewelry, or accessories** which, in the opinion of the school, pose a threat to the **physical well-being and safety of the students or others** are not permitted. This includes letter belts, and clothes indicating gang affiliation; as such, hats with the letter's "P", "D", or "B" are **NOT** permitted. Bandannas of any color are not permitted.
7. Only prescription glasses are permitted in class. Sunglasses may only be worn outside the school buildings.

As per Palm Springs Unified School District Board Policy 5132, the school administration reserves the right to make the determination that styles or items may be a potential disruption of the educational environment. Any student, who repeatedly violates the Dress Code, **may be subject to disciplinary action.**

## **DRUGS, ALCOHOL, TOBACCO**

It is against the law and against Education Code for students to be in possession and/or under the influence of drugs, alcohol and/or tobacco. No dietary supplements are allowed on campus. Any student caught in possession may be suspended from school and will be referred to mandatory drug/alcohol counseling. Additional offenses may result in expulsion from the Palm Springs Unified School District. Students who have problems with drugs or alcohol can voluntarily enroll in the District's Insight drug counseling program. See your counselor for details. For use of prescription drugs on campus, see the Medication section.

## **EXCUSING ABSENCES**

Students, who are absent from school and under the age of 18, must have their absence cleared by a parent/guardian. Students with numerous unexcused absences can risk having to go to SARB (Student Attendance Review Board) with their parents. Ultimately, this can result in fines for the family. Community aides will be making home visits if students do not attend school regularly.

Absences can be cleared via Parent VUE, or parents can call the school's attendance office to clear the absence immediately. All phones have voicemail, which can take calls at night when no one is in the office. Parents should check attendance regularly using Parent VUE.

## **FINES**

Students will be billed for unpaid fees, damages to books, materials, and supplies. Any senior who has not cleared his or her account will not be allowed to participate in the high school graduation ceremony. Official transcripts will not be sent to colleges or to the student, until his or her account balance has been paid in full.

## **FIELD TRIPS**

Students may attend field trips with permission. When on field trips, students are expected to be on their best behavior. Students who misbehave on field trips or extra/co-curricular activities will be brought before an administrator to determine appropriate consequences. The consequence will range from exclusion from the next activity/trip to expulsion.

## **FOOD AND DRINK**

Students are prohibited from having food or drink outside of the cafeteria and designated eating areas. Exceptions must be approved through Administration. Food deliveries from services or restaurants are **NOT** allowed.

Lunch at MSJ-CC, students must eat in the lobby at tables, in the gym or outside under the shade structure. Eating by the restroom is not permitted.

Lunch at MSJ-DHS students must eat in the designated eating areas. Students are not to be in the quad area. The hallway or front lobby is not permitted.

## **GRADUATION REQUIREMENTS**

In order to graduate from the Palm Springs USD, students must meet the following criteria:

1. Earn 200 credits in the following classes:
  - 40 English (four years)
  - 30 History/Social Studies (three years)
  - 20 Science (two years)
  - 30 Mathematics including one year of Algebra
  - 20 Physical Education (two years)
  - 50 Elective credits
2. Earn a minimum of a 1.51 Grade Point Average

## **GRADUATION**

In order for a student to participate in the annual Graduation Ceremony, a student must meet ALL graduation requirements PRIOR to the ceremony. Students have the option of purchasing their cap and gown, borrowing a cap and gown from a friend/relative, or borrowing one from the school. Students must purchase a cap and gown if they choose to decorate the cap for graduation. MSJHS recognizes a valedictorian and salutatorian at the graduation ceremony: the valedictorian is the student with the highest overall 9-12 GPA after the third quarter of senior year; the salutatorian is the student with second highest overall 9-12 GPA after the third quarter of senior year.

## **HOMEWORK FOR STUDENTS WHO ARE ILL**

If a student is going to be out ill for more than 3 days, they may request homework from their teachers. Teachers need to be given 24 hours' notice to prepare homework for students who will be out ill.

## **I.D. CARDS**

All students are required to always carry a student identification card. Pictures for I.D. cards are taken when they come for orientation or at the beginning of the school year. Ask in the office for more information.

## **ILLNESS AT SCHOOL**

If a student becomes ill at school and cannot attend class, the student is to report immediately to the office and a parent will be contacted. If parents cannot come to school to pick up the student, the parent can give permission for the student to leave campus. In most cases the student will be encouraged to return to class.

## **INDEPENDENT STUDY**

Students who are leaving school for non-health reasons more than 5 days, but less than 20 may request short term independent study. This will only be granted for students who earn credit and do work, daily, on a regular basis.

Students who are interested in long term independent study to complete their graduation requirements may request the program through their counselor. There is limited space and students are approved on a case-by-case basis.

## **INSURANCE**

The Palm Springs Unified School District does **NOT** carry medical or dental insurance for students while they are participating in school-sponsored activities. The school district has approved a low-cost medical plan for your consideration. If you wish to purchase this insurance coverage, contact the Office.

## **LOITERING IN THE PARKING LOT**

Students are not allowed to "hang out" in the parking lot either before or after school. When they arrive at school, they must immediately enter the school building. After school, students not picked up immediately should wait inside the school or on the cement in front of the school building. At MSJ-DHS students are not allowed to "hang out" in the library parking lot.



## **LOST AND FOUND**

To locate items, you have lost or turn in items you have found, go to the office. Items not retrieved will be donated to a local charity approximately every nine weeks. Palm Springs USD assumes **NO** responsibility for lost items.

## **MAKE-UP WORK**

Students absent from classes are required to make up all missed assignments, quizzes, tests, etc. However, it is the responsibility of the student to obtain any missed work, and get help, if needed. Students should contact their teacher no later than the day after they return to school to obtain information on work to be made up. Teachers determine deadlines for assignment to be completed.

## **MEDICATIONS**

If it becomes necessary for a student to take any form of medication at school, a form must be completed by the parent and signed by a physician. **New forms must be completed each year.** This includes prescription and over the counter medication. By law, the school cannot dispense medication of any kind, including aspirin. Prescription medications must be kept in the health office along with the completed form and signed by the parent and physician. All medication must remain in its original container and must be dispensed through the health office.

## **METAL DETECTORS**

Possession of a weapon by students on school property, on the way to and from school, or at a school sponsored event, is in violation of the California Education code and the California Penal Code. Such a violation could result in an immediate referral for expulsion from the Palm Springs Unified School District.

To ensure the safety of students and staff within the Palm Springs Unified School District, students may be required to submit to a search using a metal detector, either intermittently, or on a regular basis, on campus or at school sponsored events. A drug-sniffing dog may be randomly brought to the school site during the school year. Any weapon or dangerous object will be confiscated. If metal objects are detected, a student is subject to a pat search, and may be asked to empty their pockets, backpacks, purses, or other containers. The Palm Springs Unified School District has implemented random metal detector searches at all secondary schools. On any given day, without notification, students can be selected for search upon arriving at school.

## **NONDISCRIMINATION STATEMENT**

No person shall on the basis of sex, race, national origin, or non-limiting handicapped condition be excluded from participation in or be denied the benefits of or be subjected to discrimination under any educational program offered by the Palm Springs Unified School District. Programs offered by the district include a variety of vocational education programs, including those in the areas of Business, Consumer Home Economics, and Technical/Industrial. There are no special admission requirements for these programs except to progress sequentially from level to level. Lack of English language skills will not be a barrier to admission and participation in vocational education programs. Listed below are the District's Coordinators.

### 1. Title IX

(Non-discrimination on the basis of sex)  
Jim Feffer, Ed. D.  
State & Federal Programs Director  
150 District Center Drive  
Palm Springs, CA 92264  
(760) 883-2710

### 2. Section 504

(Non-discrimination on the basis of handicap)  
Laura Meusel, Director  
Student Support Services  
150 District Center Drive  
Palm Springs, CA 92264  
(760) 883-2703

## **PARENT CONFERENCES**

Parent conferences may be scheduled at a parent's request. Teachers may also request a conference with the parent at a mutually agreed upon time. If parents wish to have a conference with all their child's teachers, please arrange appointments through the counseling office.

## **PARKING**

All students must have a parking permit to park on campus. A permit can be obtained by providing a copy of a driver's license and proof of insurance to the campus security officer.

## **PLAGIARISM/ACADEMIC HONESTY**

The Board of Education believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. (BP 5131.9). Students are expected to demonstrate honesty and integrity while in attendance at MSJ-CC/MSJ-DHS. All students are expected to do their own work. This includes but is not limited to test-taking, class assignments, homework, essays, compositions, term papers, and research. All work submitted by students is to be a true reflection of their own effort and ability. Engagement in any of the following is considered cheating:

1. Claiming credit for work not the product of one's own honest effort
2. Providing access to materials or information so that credit may be dishonestly claimed by others
3. Knowing and/or tolerating either or both of the above

Any of these identified behaviors represents a violation of mutual trust and respect

essential to the education at MSJ-CC/MSJ-DHS. Students who demonstrate these behaviors may expect the following consequences:

1. 'Zero' on the assignment
2. Parent/Guardian Notification
3. Disciplinary Action

### **POLICE ACCESS**

From time to time, police come to campus to question students about cases either occurring on or off campus. Should the police have to come to campus to question a student, we will do our best to contact parents. However, we must still give police access to the students; an administrator, counselor, or other adult will sit in any police-related meetings in lieu of the parent until the parent reaches the campus. Should you have questions, please call an administrator.

### **RELEASE OF INFORMATION**

By law, schools can only discuss details of a student's academic, social-emotional, attendance and disciplinary progress with the birth parents of that student or court appointed legal guardian. Should parents wish us to interact and communicate with someone other than the natural parents, a release of information form must be filled out. These can be filled out for a stepparent or other significant other for the entire school year. Should you need a form, please contact the office.

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards will be mailed home upon completion of each quarter. Progress reports will be mailed at the approximate mid-point of each quarter; it is encouraged, however, that all parents utilize Parent VUE to access student attendance and grades on a timelier basis. Please contact the office to receive a Parent VUE account if you have not received one for your student; Parent VUE accounts remain the same for a student's academic career while attending Palm Springs USD.

### **RESTROOMS**

Students are not permitted to loiter in the restrooms. No more than one student at a time in a bathroom stall at any time. Students continue to loiter in the restroom will be subject to Health and Safety checks.

### **SEARCH AND SEIZURE**

A Health and Safety check will be conducted when there is reasonable suspicion involving controlled substances, drug paraphernalia, stolen property, weapons, or other objects prohibited, or which constitute a threat to the health, safety, or welfare of the occupants of the school facility or in conjunction with a school sponsored activity. The school administration has the right to conduct the search without notifying parents.

### **SEXUAL HARASSMENT**

The Board of Education is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees or other persons, at school

or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Board strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at school-sponsored or school-related activities or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee.

The Board is committed to complying with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq. and its implementing regulations, which prohibit discrimination on the basis of sex in education programs or activities operated by federal financial assistance recipients. Sexual harassment, including sexual violence, is a form of sex discrimination prohibited by Title IX.

The coordinator or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same gender
2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the way the sexual harassment complaint will be received, investigated, or resolved
5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable
7. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment.

### **Complaint Process**

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact his/her teacher or any other employee. A school employee to whom a complaint is made shall, within one school day of receiving the complaint, report it to the principal or the District Coordinator.

In any case of sexual harassment involving the coordinator or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall report to the Superintendent.

District Coordinator:

Asst. Supt. of Educational Services or Designee  
150 District Center Drive  
Palm Springs, CA 92264  
760-883-2703, ext. 4805002

Regardless of whether the student files a complaint, the coordinator or designee shall contact the student (or parent, depending on the student's age) and explain that the district is responsible for investigating the allegation of sexual harassment and taking corrective action, and explain the informal and formal procedures for filing a complaint, including how the procedures work.

Upon receiving the complaint, the coordinator or designee shall immediately initiate the complaint investigation procedures in accordance with AR 1312.3 - Uniform Complaint Procedures. Where the Coordinator or designee finds that sexual harassment occurred, he/she shall take prompt, appropriate, effective action to end the harassment and address its effects on the victim. The coordinator or designee shall also advise the victim of any other remedies that may be available and take steps to prevent further harassment. The coordinator or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where required.

### **Disciplinary Measures**

Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) shall be considered.

### **Response Pending Investigation**

When an incident of sexual harassment is reported, the principal or designee, in consultation with the coordinator, shall determine whether interim measures are necessary pending the results of the investigation. Such measures shall be those necessary to stop the harassment, if still ongoing, and to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation. To the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. The coordinator or designee will discuss confidentiality standards with the student when the complaint is initiated.

Any school employee who observes any incident of sexual harassment involving a student shall take immediate steps to intervene when safe to do so and report this observation to the coordinator, whether the victim files a complaint.

## **SMOKE & TOBACCO FREE CAMPUS**

California State Law prohibits student smoking, using, or possessing any form of tobacco on any school campus or at school sponsored events. We also intend, with all due respect, for our visitors to honor our Smoke & Tobacco Free Campus expectations at ALL school functions.

## **STUDENT RECORDS**

Parents/legal guardians have the right to review all educational records. Review of records needs to be in the presence of school personnel. Items cannot be removed from a student's permanent school record. Please call for an appointment to review records.

## **TELEPHONES**

A telephone is available in the office for use by students **before school, during passing periods, and after school.** Students will not be called out of class to answer telephone calls **nor allowed to use any phone during class time.** Phone calls should be limited to emergency only.

## **THEFTS**

Stealing is inexcusable. The following guidelines should help you protect your valuables at school:

- ◆ Do not carry large sums of money.
- ◆ Do not leave items unattended such as wallets/billfolds, purses, watches, gym clothes, athletic shoes, rings, backpacks, etc. Put them safely in your backpack and always carry them with you.
- ◆ The school does not carry insurance to cover your losses and is not responsible for any losses.

## **ZERO TOLERANCE FOR WEAPONS AND KNIVES**

In keeping with Palm Springs Unified School Board policy and California State Educational Law any student in possession of any knife, regardless of size, may be considered for expulsion. This includes, but is not limited to pocketknives, x-acto knives, razor blades, dirks, daggers, or any object that is fashioned to slash, puncture, or stab. The only exception to this policy is when the student is being directly supervised in a course or program that requires use of an x-acto blade/knife or with permission of the principal. A student brandishing a weapon towards another person will automatically be expelled from PSUSD.

**Palm Springs Unified School District**  
**Administrative Offices**  
**150 District Center Drive**  
**Palm Springs, CA 92264**  
**(760) 883-2703**

**Board Members**

John Gerardi, Board President  
Madonna Gerrell, Board Clerk  
Karen Cornett, Board Member  
Sergio Espericueta, Board Member  
Timothy S. Wood, Board Member

**Cabinet Administrators**

Mike Swize, Ed. D., Superintendent of Schools  
Simone Kovats, Ed. D., Assistant Superintendent of School of Education  
Tony Signoret, Ed. D., Assistant Superintendent of Human Resources  
Brian Murray, Ed. D., Assistant Superintendent of Business Services

## **ADDENDUM 2 – Continuation sites (MSJ-CC and MSJ-DHS)**

### **School Mission Statement**

Mt. San Jacinto High School provides an alternative path to success and empowers all students to create a rewarding future.

### **MSJHS Vision Statement**

Mt. San Jacinto High School's goal is to welcome all students and accept them at their various levels of academic and social/emotional performance. It is the mission of our school community to empower students to overcome obstacles, to develop the attributes that lead to resiliency, and to acquire their skills that will allow them to persevere in achieving their goals. MSJHS seeks to instill within students a sense of personal responsibility, respect for diversity, and the self-discipline that will help them to be beret community members, effective employees, and life-long learners.

### **Expected Schoolwide Learning Results**

#### **Positive**

- All students will be self-directed by being adaptable and managing complex situations
- All students will develop their creativity through curiosity and positive risk-taking
- All students will demonstrate higher-order thinking and sound reasoning skills

#### **Productive**

- All students will learn to prioritize, plan and manage daily routines
- All students will demonstrate effective use of real-world tools
- All students will produce relevant, high quality products

#### **Proud**

- All students will develop effective communication skills in which they incorporate teaming, collaborative and interpersonal skills.
- All students will develop a sense of personal, social and civic responsibility
- All students will be interactive communicators

#### **Progressive**

- All students will demonstrate basic, scientific, economic and technological literacies
- All students will demonstrate visual and information literacies
- All students will demonstrate multicultural literacy and global awareness